



COUNTY OF SAN DIEGO
DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT

2004-2005
COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM

APPLICATION FOR COMMUNITY
ORGANIZATIONS

Proposals Due
5:00 p.m. , October 31, 2003

Catherine J. Trout.
Director

www.sdhcd.org

Revised - 8/2003

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BACKGROUND

The Community Development Block Grant (CDBG) Program is a U.S. Department of Housing and Urban Development (HUD) program that provides funds annually to all entitlement jurisdictions. CDBG funds are used for community development and affordable housing activities that benefit low-income households and persons with special needs.

The County of San Diego receives CDBG funds for the “Urban County” which in FY 2004-2005 will include all of the County unincorporated area and six participating cities, including Coronado, Del Mar, Imperial Beach, Lemon Grove, Poway and Solana Beach. These cities are below the population threshold for entitlement status and need to join with the County in order to receive CDBG funds on a regular basis. The County administers the CDBG Program for the participating cities. However, the cities have their own application process and the City Councils recommend to the Board of Supervisors projects to be funded with each city’s CDBG allocation.

Two separate processes are available to applicants applying for CDBG funds, depending on the type of project being proposed. The following describes the application process for funding of community development projects, and for affordable housing development and homeless assistance projects.

- I. Community Development Activities: Proposals for CDBG-funding of community development projects, including but not limited to, public improvements such as streets, sidewalks, drainage, parks, youth and child care centers, health centers, etc., are accepted once a year following a series of community meetings throughout the County unincorporated area. The attached “Application for Community Organizations” is to be used by community organizations requesting CDBG funds for community development projects in the unincorporated area. A separate “Application for Community Residents” is a shortened application available for community residents requesting community improvements that would be carried out by one of the County departments, as in the case of projects in County parks or involving sidewalks, drainage or street improvements in the public right of way. The deadline for all community development applications in the next CDBG funding cycle is October 31, 2003.
- II. Affordable Housing Activities: Proposals for affordable housing or housing-related projects are accepted through a Notice of Funding Availability (NOFA) process. Funds from the Urban County portion of the HOME Investment Partnerships Program, and a portion of the Urban County CDBG funds, are placed in a County Housing Development Fund, and is subsequently used to fund housing development activities. The NOFA is now “open” so housing applications can be submitted at any time during the year. Funds are awarded to project sponsors in the form of loans or grants for development, acquisition or rehabilitation of affordable housing for lower income households. Emergency Shelter Grant (ESG) funds for homeless assistance programs are disbursed through a special NOFA. Currently, HOPWA funds, in the form of loans or grants, are provided through an annual “open” NOFA, as funds are available.

If you are interested in being placed on the community meetings or NOFA mailing lists, or if you have questions about this application, the CDBG Program, or other Department of Housing and Community Development programs, please call (858) 694-4817.

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APPLICATION INSTRUCTIONS

Application Overview

The enclosed application form includes an Application Summary Form, application questions, Tables for budgets, and Attachments included for your information.

A complete application will include the following items and be presented in the following sequence:

1. Part I - Application Summary Form
2. Part II - Project Narrative (not to exceed four, double-spaced pages), plus budget form(s)
3. Part III - Agency Information (not to exceed three, double-spaced pages)
4. Part IV - Documentation:
 - a. Letters of commitment from collaborating agencies, if applicable;
 - b. Summary of applicant's current year General Operating Budget;
 - c. List of Board of Directors, including names and addresses;
 - d. Articles of Incorporation and Bylaws; and
 - e. Proof of existing non-profit status.

Specific Application Instructions

- Please keep responses to questions as brief and concise as possible.
- All forms need to be submitted in a typed format.
- Please submit two copies of the application for each proposed project. (However, only one copy of Part IV-Required Documentation is required.)
- Do not staple or bind your application; use a paper clip only. It is not necessary to attach a cover letter, insert section dividers, or use a folder.
- Letters from collaborating agencies or other funding sources should clearly specify their role in the project or the contribution (financial or in-kind) that they will make.
- If your organization is submitting more than one application, please prioritize each project by placing a number in the upper right hand corner of the Application Summary Form.

Application Available on County Website

For those who are interested, the CDBG application can be downloaded from the following County website: www.sdhcd.org. Click on "Community Partners" in lefthand column. After you have saved it on your computer, complete the application, print it out, and mail to the County Department of Housing and Community Development so that it is received prior to the application deadline.

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Application Deadline

Applications must be received no later than 5:00 PM on Friday, October 31, 2003 at the Department of Housing and Community Development.

Submit applications to: **County of San Diego
Dept. of Housing and Community Development
Attn: Frank Landerville
3989 Ruffin Road
San Diego, CA 92123-1890**

Technical Assistance

The County will provide technical assistance to any organization planning to submit a proposal. To request assistance, contact Joan Herskowitz at (858) 694-4807.

Attachments

The following Attachments are included for your information:

- A. Guidelines for the Preparation of Goals and Objectives
- B. Statement of County of San Diego Community Development Objectives
- C. CDBG Program Strategy
- D. Application Review Process
- E. Project Eligibility
- F. Highlights of Federal Labor Standards Provisions
- G. HUD Regional Family Median Income Limits
- H. Neighborhood Revitalization Area (NRA) Maps

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**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
APPLICATION FOR COMMUNITY ORGANIZATIONS**

Instructions for completing this application are provided on Pages 2-3. The instructions include directions for downloading this application from the County's website.

PART I - APPLICATION SUMMARY (Please type)

A. PROJECT TITLE: _____

B. APPLICANT:

Name and Title of Applicant: _____

Signature of Applicant: _____

Name of Organization: _____

Address: _____

Contact Person: _____ Telephone: _____

FAX: _____

Date: _____ Email: _____

C. PROPOSAL:

1. Community in Which Project is Located: _____

2. Specific Use of Requested CDBG Funds: _____

3. CDBG Funds Requested \$ _____ 4. Total Project Cost \$ _____

5. What percentage of this request will serve residents of the unincorporated area of the County? _____%

6. Which CDBG National Objective does your project meet? (See Attachment E) _____

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PART II - PROJECT NARRATIVE (Not to exceed four typed pages)

- A. Statement of Problem/Need: Describe the problem or need that the proposed activity is intended to address.
- B. Target Population: Describe the characteristics of the population to be served (i.e.; youth, seniors, persons with disabilities, etc.) and the geographic area to be benefited. It is important to also attach a map (e.g. Thomas Bros. map) showing the project location and a line on the map showing the boundaries of the geographic area served.
- C. Project Goal and Objectives: State the overall goal of the project and list objectives. Please follow the attached guidelines for writing goals and objectives (Attachment A).
- D. Project Description:
1. Describe the proposed project (work to be performed, activities to be undertaken, or services to be provided), and specifically describe the use of the CDBG funds requested.
 2. Describe project location in as much detail as possible, including street address, cross streets, and Assessor Parcel Number. If project is on a rural road, provide Assessor Parcel Map or indicate distance from intersection to locate site. For proposals involving property acquisition, describe any site selection activities to date and plans for identifying and securing a property.
 3. For limited clientele activities (See Attachment E), indicate the number of unduplicated clients who will be served, the number who are low/moderate income, and the number who are residents of the unincorporated area of San Diego County.
 4. For limited clientele activities (See Attachment E), describe procedures for documenting program participation including ethnic and income characteristics of participants.
 5. Describe the relationship of the proposed activity to other local community facilities and services addressing the same or similar problem.
 6.
 - a. Provide a detailed time line for the implementation of the proposed project, assuming the availability of CDBG funds in July 2004. **CDBG requests must be limited to activities that can be implemented and CDBG funds spent within 12 months.**
 - b. Provide estimated project expenditures in each quarter of fiscal year 2004-2005 (i.e., July 1-Sept. 30, 2004; Oct.1-Dec. 31, 2004; Jan. 1-March 31, 2005; and April 1-June 30, 2005)
 7. Describe any discretionary land use permits or approvals that are required prior to implementation of the proposed project.

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8. If this is a collaborative project, name the organizations involved and explain their involvement. Provide letters of intent from each participating agency specifying the agency's role and contribution to the project.
- E. Previous Accomplishments: For those agencies that have previously received County of San Diego CDBG funding, describe the accomplishments achieved. Include the degree to which the objectives were met. If there were difficulties in achieving the objectives, describe how that will be overcome in the future. If the project has not previously received County of San Diego CDBG funding, describe accomplishments achieved through other funding sources.
- F. Finances:
1. Describe how the project will be funded.
 2. Indicate status of other funds on the proposal budget and expected commitment dates. Include letters of commitment from other funding sources, if applicable.
 3. Discuss plans for maintaining the project beyond the period supported by CDBG funds.
 4. Submit the attached *Table I. Project Development Budget Summary Form* for capital projects, and include a detailed line item budget, or submit *Table II. Project Operating Budget Form* for service projects, whichever is applicable to the proposed project. Include all other funding sources, and indicate: a) if funding is committed; b) if funding has been applied for; or c) if funding will be applied for. Also, indicate when these funds will be available.
 5. For public improvement construction projects, be sure to consider the Davis-Bacon prevailing wage requirements in the project budget and indicate the source of the project cost estimates. (See Attachment F)
 6. Include a copy of a summary of the agency's current General Operating Budget. (This should not exceed several pages.)

PART III - AGENCY INFORMATION (Not to exceed three typed pages)

A. Background

1. Describe the purpose of the agency and sources of funding.
2. Indicate the length of time the agency has been in operation, and include the date of incorporation.
3. Describe the type of services currently provided by the agency, and include the number and characteristics of clients served

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B. Qualifications

1. Discuss the agency's capability to develop, implement and administer the proposed project.
2. Describe the agency's existing staff positions and qualifications.

C. Financial: Briefly describe the agency's fiscal management, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements.

PART IV – REQUIRED DOCUMENTATION

1. Letters of commitment from collaborating agencies, if applicable;
2. Summary of agency's current General Operating Budget;
3. List of Agency's Board of Directors, including addresses;
4. Articles of Incorporation and Bylaws; and
5. Proof of existing non-profit/tax-exempt status (Letters from the Federal Internal Revenue Service and State Franchise Tax Board).

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TABLE I - Project Development Budget Summary Form

Project Title: _____ Applicant: _____

Budget Categories	Project Cost Estimates	Sources of Funds									
		CDBG Funds		Applicant's Funds		1.		2.		3.	
		Amount	Status*	Amount	Status*	Amount	Status*	Amount	Status*	Amount	Status*
Acquisition											
Design											
New Construction											
Rehabilitation											
Other: Specify											
<i>SOURCE TOTAL</i>											
	<i>TOTAL PROJECT COST</i>	*C=Committed Funds; P=Funds that have been applied for & decision is pending; N=Funds that have not yet been requested.									

Also include Funding Source Commitment Documentation and Line Item Budget Category Breakdowns

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TABLE II - Project Operating Budget Form

Project Title: _____

Applicant: _____

Budget Categories	Project Cost Estimates	Sources of Funds									
		CDBG Funds		Applicant's Funds		1.		2.		3.	
		Amount	Status*	Amount	Status*	Amount	Status*	Amount	Status*	Amount	Status*
Administration											
Communication											
Equipment											
Furnishings											
Housing subsidies/vouchers											
Insurance											
Maintenance and supplies											
Professional services											
Rent											
Security											
Staff Costs											
Utilities and fuels											
Other _____											
Other: _____											
<i>SOURCE TOTAL</i>											
TOTAL PROJECT COST											

Also include Funding Source Commitment Documentation & Line Item Budget Breakdowns, Where Appropriate

Attachment A

**GUIDELINES FOR THE PREPARATION OF
GOALS AND OBJECTIVES**

GOALS

A goal is a general statement of how a system, organization, community, or group of individuals will be different as a result of your project. The statement describes who/what will be affected, in what respect they will be changed/improved, and how this change will be accomplished.

OBJECTIVES

An objective is a specific statement of what will be done to accomplish the goal. It answers the basic questions of who, what, how, and when. Objectives are specific, measurable and time-limited. Often a single goal has multiple objectives.

Attachment B

**COMMUNITY DEVELOPMENT BLOCK GRANT
STATEMENT OF COMMUNITY DEVELOPMENT OBJECTIVES**

1. Provide for the orderly development of adopted Neighborhood Revitalization Areas, recognizing priorities of the County, participating cities and advisory groups.
2. Provide affordable, long-term housing opportunities for eligible, low and moderate income residents of the Urban County, with emphasis on low-income residents, in accordance with the San Diego Consortium Consolidated Plan.
3. Aid in the rehabilitation of the housing stock with preference to projects within designated Neighborhood Revitalization Areas.
4. Provide assistance to property owners or renters who may be relocated as a result of CDBG-funded activities.
5. Stimulate economic development and community reinvestment.
6. Upgrade public facilities within Neighborhood Revitalization Areas.
7. Provide public services or facilities necessary for the direct support of housing or neighborhood revitalization activities, as opposed to social services not directly related to those activities.

CDBG PROGRAM STRATEGY

San Diego Urban County Community Development Block Grant (CDBG) funds will be allocated within Neighborhood Revitalization Areas (NRA), to implement the following activities:

- Affordable Housing Development
- Residential Rehabilitation
- Public Improvements
- Economic Development
- Public Services
- Planning Activities
- Program Administration

1. Affordable Housing Development

CDBG funds may be used for property acquisition, acquisition and rehabilitation, and site improvements, as well as predevelopment costs and new construction carried out by a Community-Based Development Organization (CBDO), to stimulate housing development for lower-income persons. Projects may be located outside designated Neighborhood Revitalization Areas.

2. Residential Rehabilitation

CDBG funds may be used for a Residential Rehabilitation Program within the unincorporated area and participating cities, including low interest amortized and deferred loans. Preference will be provided to projects which eliminate health and safety violations and promote energy conservation, within designated Neighborhood Revitalization Areas.

3. Public Improvements

CDBG funds may be used for eligible public improvements, such as parks, streets, community centers, drainage structures, etc., within designated Neighborhood Revitalization Areas. Feasibility studies and public improvements designed to support proposed housing development projects may also be funded.

In the County unincorporated area, when feasible, the following guidelines will be used when allocating funds to public improvements: 1) 50% to Neighborhood Facilities, e.g., parks, senior, youth and community centers, libraries; 2) 25% to Public Health and Safety Facilities, e.g., fire protection, flood control, health facilities, sewer/water improvements; and 3) 25% to Sidewalks, Streets and Bridges. Regarding the guideline of 25% for allocations to Public Health and Safety Facilities, this will include \$200,000 specifically set aside in the Annual Funding Plan for County unincorporated area fire protection facilities and equipment.

Based on input received from the Board offices, the following specific public improvement activities are high priorities for funding in the County unincorporated area: community centers; fire station and equipment; parks and recreation facilities; sidewalks; and water and sewer improvements. Other funding priorities include: libraries; senior centers; streets; and youth centers.

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4. Economic Development

CDBG funds may be used for eligible development projects that create jobs for low-income persons, aid small businesses, and strengthen the fiscal base of a Neighborhood Revitalization Area. Economic development goals may also be accomplished through the funding of economic revitalization plans that identify strategies and actions that assist local business communities and residents they serve.

5. Public Services

CDBG funds may be used for public services which directly relate to and support physical community revitalization or housing development activities, as opposed to social services not directly related to those activities.

6. Planning Activities

CDBG funds may be used for planning activities which may include preparation of economic revitalization plans, or assessments of facilities and housing needs.

7. Program Administration

A portion of the CDBG entitlement will be set aside for community development planning, development of housing programs, and program administration.

Attachment D

CDBG APPLICATION PROCESS

The following review and recommendation process will be used for preparation of the Annual Funding Plan for Community Development Block Grant Program funding of community development projects:

1. Assigned County staff will annually solicit community development proposals from within the Urban County through community meetings, mailings and media releases, in accordance with and immediately following, the approval of the annual Community Development Block Grant Program Strategy.
2. Staff will review all community development proposal materials submitted for compliance with federal grant eligibility requirements, obtaining additional information from the applicants as required, and transmit a listing of the proposals to the appropriate County departments for review to determine:
 - a. Whether the proposed project appropriately addresses the identified problem;
 - b. Whether the proposed project complies with existing state and County laws, ordinances, regulations and policies;

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- c. Whether, if funded, implementation of the proposal would be delayed by the application for and processing of required discretionary land use permits;
 - d. Feasibility of timely implementation of the project;
 - e. Accurate cost estimates; and,
 - f. Departmental priority recommendations.
3. County staff will visit each community development proposal site to identify physical circumstances which may bear on the final funding recommendation.
4. Following the review of community development proposals, including consideration of all relevant information available, staff will develop a listing of all community development proposals received. The listing shall be presented to the Board for consideration during a scheduled public hearing on the Community Development Block Grant/HOME Investment Partnerships/Emergency Shelter Grant/Housing Opportunities for Persons with AIDS Annual Funding Plan, and shall include:
 - a. Eligible proposals recommended for funding, in accordance with general funding allocations included in the approved annual Community Development Block Grant Program Strategy;

Eligible proposals, which are approved and submitted by participating city councils, which meet Community Development Block Grant Program policy requirements, and which are within the participating city's annual funding allocation, shall be included in the recommended listing;

Recommended community development projects which are located within the Urban County and high priority proposals, if any, located within other entitlement agencies that will serve Urban County residents in approximate proportion to the requested funding;
 - b. Eligible proposals which are not recommended for funding, but listed as "alternatives;" and,
 - c. Proposals which do not comply with federal Community Development Block Grant eligibility requirements.
5. Proposals for funding of housing and homeless activities through the Community Development Block Grant and HOME Investment Partnerships Programs, are submitted through an "open" Notice of Funding Availability (NOFA) process conducted by the County Department of Housing and Community Development. The NOFA application can be submitted anytime during the year. A special NOFA is issued for the disbursement of Emergency Shelter Grant funds for homeless assistance programs. Funds from the Housing Opportunities for Persons with AIDS Program are allocated to specific projects through a separate annual "open" NOFA, as funds are available.

Attachment E

PROJECT ELIGIBILITY

Projects must be a CDBG-eligible activity and must meet at least one of the following CDBG national objectives:

1. Predominate benefit to low or moderate income (under 80% of the area median income) persons or households. This is the most commonly used qualifier. Documentation of the benefit to low/moderate income level persons is required of every project funded under this objective. Limited clientele activities, i.e., those which benefit a specific sector of the community, such as youth centers, health clinics, etc., must benefit a minimum of 51% low and moderate income persons. Activities, that benefit all residents within a defined geographic area, can meet the low/moderate income benefit requirement if the area contains a minimum of 46.2% low or moderate income residents, as calculated from census data provided by HUD.
2. Aid in the elimination of slum or blight conditions. HUD has strict guidelines to define these conditions. Please contact HCD staff to determine if your project is eligible under this objective.
3. Meet an urgent community need. Generally, this objective is used in the case of serious natural disasters (e.g., earthquake, flooding, etc.)

Attachment F

**HIGHLIGHTS OF FEDERAL LABOR STANDARDS PROVISIONS
(DAVIS-BACON ACT)**

- Applies to any construction, rehabilitation, alteration, or repair, including painting, flooring, decoration, in an amount of \$2,000 or more, any part of which is federal money.
- The prevailing federal wage rates and fringe benefits are effective as of the date of the advertisement for bids. (Davis-Bacon wage rate schedule is available on the Internet at: <http://www.access.gpo.gov/davisbacon/>).
- Workers must be paid weekly and certified payrolls submitted weekly in the prescribed format. The payrolls must include details of each worker's job classification, hours worked, and wages and benefits paid. Certified payrolls must be reviewed as soon as they are received and compared to the appropriate federal wage decision. Any discrepancies must be resolved immediately.
- Workers must be interviewed on the job site regarding appropriate job classification and wages and benefits received. Employee interviews must be compared to the appropriate federal wage decision. Any discrepancies must be resolved immediately.

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- Contractor and subrecipient must maintain all records for a minimum of four years of the completion of the project.

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Attachment G

HUD REGIONAL FAMILY MEDIAN INCOME LIMITS FOR SAN DIEGO COUNTY								
Effective for Calendar Year 2003								
The following are lower income limits adjusted for family size.								
INCOME	FAMILY SIZE							
	1	2	3	4	5	6	7	8
Lower Income (80% of Median Family Income)	\$35,750	\$40,850	\$45,950	\$51,050	\$55,100	\$59,200	\$63,300	\$67,350

ATTACHMENT H

Neighborhood Revitalization Maps are available on the following County website: www.sdhcd.org or can be provided by calling (858) 694-4807.